

# Bunscoil Buachaillí Réalt na Mara

## Ár ndícheall i gcónaí

Donacarney, Mornington, Co Meath

Tel: (041) 9827045

Email: office@donacarneyschool.ie



### Enrolment Form

*(Please note that completion of this form does not guarantee placement in our school. False information will automatically disqualify applicants.)*

#### Your Child's Details

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(As on Birth Certificate)

Home Address: \_\_\_\_\_  
\_\_\_\_\_

**Eircode**

PPSN: \_\_\_\_\_ Nationality \_\_\_\_\_

Languages spoken at home: \_\_\_\_\_ Religion \_\_\_\_\_ Previous School/ Playschool \_\_\_\_\_

Class Requested: \_\_\_\_\_  
Start Date \_\_\_\_\_

Mother: \_\_\_\_\_ Occupation \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Father: \_\_\_\_\_ Occupation: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### If your son has siblings in either our school or Donacarney Girls' School, please fill out the following:

Name and Class of brother in our school:

\_\_\_\_\_

Name and Class of Sister in Donacarney Girls' School:

Emergency Contact 1: Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Principal: Ms. Cepta Burke Deputy Principal: Ms Anne Brennan Secretary: Mrs. Jacinta Coughlan

**Emergency Contact 2:** Name: \_\_\_\_\_ Phone  
No: \_\_\_\_\_

**Family Doctor:** Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Has your son any medical conditions/allergies that we should be aware of?  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please see our Administration of Medication Policy on our website and complete an Administration of Medication form if your child requires medication in school.**

**Additional Reports:**

**Has your son attended any of the following support services?**

Speech and Language: Yes \_\_\_ No \_\_\_ Occupational Therapy: Yes \_\_\_ No \_\_\_

Physiotherapy: Yes \_\_\_ No \_\_\_ Psychology Yes \_\_\_ No \_\_\_

If you have any reports from the above services that you wish to share with us please attach them with this form.

***If your child is transferring from another school:***

Enrolling for \_\_\_\_\_ Class. Reason for requesting transfer \_\_\_\_\_

**Name and Address of Previous School** \_\_\_\_\_

Enrolment Period in Previous School \_\_\_\_\_

***Are there any legal orders in relation to your son e.g custody/access issues that the school should be aware of?*** Yes \_\_\_\_\_ No \_\_\_\_\_

**Permissions:**

We agree to support the school's **Code of Discipline** and agree to co-operate with and support the rules and ethos of the school. Yes \_\_\_\_\_ No \_\_\_\_\_

We consent to our son being photographed and/or filmed for the school website, local publications. Yes, \_\_\_ No \_\_\_\_\_

We consent to our son receiving occasional treats in school. Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ (Date) \_\_\_\_\_

**(Parent/Guardian)**

Signature: \_\_\_\_\_ (Date) \_\_\_\_\_

**(Parent/Guardian)**

- ***Please attach a recent utility bill to show current address.***
- ***Please attach a copy of your son's birth certificate.***
- ***If you wish your son to receive the Sacraments, please submit a copy of his baptismal certificate.***

### Information for Department of Education and Skills Primary Online Database (POD)

The Department of Education and Skills have developed an electronic database of primary school pupils called the Primary Online Database (POD). This database will allow the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil's parent/guardian to identify their child's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data.

**Pupil Forename:** \_\_\_\_\_ **Pupil Surname:** \_\_\_\_\_

**PPSN of Pupil** \_\_\_\_\_ **Mother's Birth Surname** \_\_\_\_\_

**Pupil's Date of Birth** \_\_\_\_\_ **Pupil's Gender:** Male  Female

**Birth Cert Forename (if different from name above)** \_\_\_\_\_

**Birth Cert Surname (if different from name above)** \_\_\_\_\_

**Pupil Address** \_\_\_\_\_ **Eircode** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**County** \_\_\_\_\_

**Nationality** \_\_\_\_\_ **(In the case of dual citizenship, please specify both nationalities)**

**Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?**

**Yes**  **No**

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are sensitive personal data categories under Data Protection legislation. These questions are optional. While these questions are optional, the information would be very useful to the Department for statistical and research purposes. Aggregated information on Ethnic/Cultural background will be used to track

the progress of these groups, and to compare their progress with other groups, thereby identifying gaps in the system and assisting in the development and implementation of appropriate policies and interventions. Enhanced capitation in respect of pupils who are members of the Traveller Community will be paid to schools on the basis of the answers to this question. Aggregated information on religion will be used for statistical purposes only. Parents/guardians are asked, if they wish to do so, to identify their children's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. This page of the form will be retained by your primary school.

**To which ethnic or cultural background group does your child belong (please tick one)?**

(Categories based on the Census of Population)

- White Irish                       Irish Traveller                       Roma   
 Any other White Background                       Black or Black Irish – African   
 Black or Black Irish - Any other Black Background   
 Asian or Asian Irish – Chinese   
 Asian or Asian Irish - Any other Asian background     Other (inc. mixed background)

**No consent**

**What is your child's religion?**

- Roman Catholic                       Church of Ireland (Anglican)                       Presbyterian   
 Methodist, Wesleyan                       Jewish                       Muslim (Islamic)   
 Orthodox (Greek, Coptic, Russian)                       Apostolic or Pentecostal                       Hindu   
 Buddhist                       Jehovah's Witness                       Lutheran   
 Atheist                       Baptist                       Agnostic   
 Christian Religion (not further defined)                       Protestant                       Evangelical   
 Other Religions                       No Religion                       **No Consent**

*I consent for the sensitive personal data in the two questions above to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.*

Signed \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

**Data Protection**

Bunscoil Buachaillí Réalt na Mara is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purpose of student enrolment, registration, administration, child welfare and to fulfil our legal obligations. Contact details will be used to notify you of school events/ activities. While the information provided will be generally be treated as confidential to Bunscoil Buachaillí Réalt na Mara from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally required to do so, with other bodies including the Department of Education & Skills, the Department of Social and Family Affairs, An Garda Síochána, The Health Service Executive, the Nationals Educational Welfare Board and other schools where the student is transferring. We rely on parents/ guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should a parent/ guardian wish to update or access their own or their child's personal data they should put the amendment/s in writing to the school principal.

**Checklist for Enrolment**

	Yes	No
<b>PPS Number</b>		
<b>Birth Cert</b>		
<b>Baptismal Cert(if applicable)</b>		
<b>School Reports (if transferring from another school)</b>		
<b>Reports from other Professionals(if applicable)</b>		
<b>Recent Utility Bill showing proof of address</b>		

Details of the school uniform, tracksuit and list of required schoolbooks are on our website.

**A charge for art, craft, stationery, pupil insurance, journal also applies. Please see booklist.**